Job Description

Post Title: **Teacher (subject teacher and form tutor)**

Location: **Conisborough College**

Purpose

- To be responsible through effective teaching and consistent adherence to the school's aims and policies for assisting pupils to learn effectively, develop personally and achieve their individual potential
- To implement, provide and engage pupils in an appropriately broad, balanced, relevant and differentiated curriculum
- To contribute to the school's provision of extra-curricular activities
- To monitor and support the overall progress and development of pupils as a teacher / form tutor
- To contribute to raising standards of pupil attainment and to ensuring that within the context of the school that value is added
- To engage in the opportunities provided by the school for personal and academic growth

Reporting to

Head of Curriculum Area with regard to curriculum matters. Head of Year with regard to pastoral care of pupils

Liaising with

The Headteacher and other Leadership Team members, Head of Curriculum Area / Head of Year, other teachers, relevant support staff, LEA consultants, parents and external agencies

Working time

As detailed in the School Teachers' Pay and Conditions Document

Salary

Relevant point on the Inner London Teachers' Pay Spine

Operational / Strategic Planning at school and department / curriculum area level

- To assist in the development of appropriate syllabuses, schemes of work, resources and teaching strategies in the department / curriculum area
- To contribute to the department's / curriculum area's / year group's improvement plans, their implementation and monitoring
- To plan and prepare courses and lessons to a high standard
- To support by all appropriate means the aims and ethos of the school and promote achievement in all its forms
- To contribute to whole school planning activities, through membership of working groups and as a form tutor
- To meet deadlines set

Teaching and Learning

- To teach pupils according to their educational needs, including the preparation, planning and marking of work to be carried out by the pupil in school and elsewhere (including homework)
- To be a role model for teaching, setting high expectations, developing pedagogy, pupil's learning styles and a climate for learning
- To implement the policies, standards of practice and procedures set within the school / department so pupils' learning and well being are consistently supported
- To promote the school's specialism of business and enterprise through the curriculum and where relevant as a specialist subject within the specialist school development plan
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experiences of pupils
- To ensure that teaching / learning contributes to the pupils' social, moral, cultural and spiritual experience
- To participate in lesson observations
- To participate in peer assessment and / or coaching programmes
- To participate in the school's procedures for marking, assessment, recording and reporting on pupil attendance, punctuality and progress
- To communicate a positive image of the department and the school
- To play a role in fostering an orderly environment both within and beyond the classroom, good attendance and punctuality
- To undertake an appropriate programme of teaching in accordance with the duties of a teacher as set out in the Teachers' Pay and Conditions Document

Curriculum Provision

- To assist the Head of Curriculum Area / relevant Deputy, Headteacher to ensure that the department / curriculum area provides a range of teaching which complements and supports the school's aims, priorities and policies

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the pupils, examining and awarding bodies and the school's mission, aims and priorities

Pastoral

- To act as a form tutor when required and to carry out the duties associated with that role
- To promote the general progress, well-being, attendance, punctuality and behaviour of individual pupils and of the tutor group as a whole
- To liaise with the Head of Year to ensure the effective implementation of a high quality pastoral system
- To register pupils, accompany them to assemblies, check their contact books at least once a fortnight and to encourage their participation in all aspects of school life
- To evaluate and monitor the progress of pupils and keep up to date records as may be required
- To contribute to the production of action plans, progress files and other reports and to co-ordinate the process of initial assessment for SEN
- To alert appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved

- To communicate with parents, persons or agencies concerned with the welfare of individual pupils, after consultation with appropriate staff
- To check pupil uniform and take appropriate action if uniform is incorrect
- To encourage individual pupils and tutor group as a whole to support and adhere to the Code of Conduct and the Classroom Expectations
- To contribute to PSHCE, Citizenship and Enterprise education as may be required
- To apply the behaviour management systems so that effective learning can take place

Staffing Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To keep abreast of developments within the subject area, teaching practice and methodology, pastoral care and initiatives at a local, national and global level

Recruitment / Deployment of Staff

- To ensure the effective deployment of classroom support

Involvement in and accountability for performance management

- To engage actively in the Performance Management process, undertaking a review and objective setting
- To be proactive in ensuring involvement in Performance Management and completion of relevant documentation

Pupil Outcomes

- To make a contribution to the discussions on target setting within the department / curriculum area and to work towards the achievement of the targets set for the classes taught
- To participate in systems for monitoring pupil progress and to use the outcomes of these to review teaching and learning strategies to make modifications / improvements in order to achieve at least the targets set
- To prepare pupils for public and internal examination, to ensure public examination entries are appropriate for individual pupils, accurate and on time and to engage efficiently with the Head of Department / Curriculum Area with regard to these and the Examinations Officer when necessary
- To review the outcomes of examinations and to evaluate with members of the department and the HOCA the effectiveness of the department's work
- To support members of the tutor group in reaching their targets through effective liaison with relevant staff and parents

Management Information

- To maintain appropriate records and to provide relevant, accurate and up to date information for the school's management information system, registers etc
- To track pupil progress using school systems and to use information to inform teaching and learning
- To produce reports to parents using school systems
- To contribute to reports and references to other agencies as requested

Communications

- To communicate effectively with parents as appropriate
- To communicate with persons or agencies outside the school where appropriate
- To follow agreed policies for communication in the school
- To contribute to parents' evenings, target setting and progress review days as required
- To contribute to liaison events with other schools / external agencies
- To take part in marketing events e.g. open evenings for primary school parents
- To be conversant with the school's published information relevant to your role

Resources

- To ensure that health and safety policies and practices, including risk assessments are implemented and that concerns are reported
- To co-operate with other staff to ensure the provision of an appropriate, comprehensive, high quality and value for money curriculum programme
- To assist the Head of Department / Curriculum Area to identify resource needs
- To contribute to the process of ordering and allocation of equipment and materials

Additional Duties

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and pupils to follow this example
- To actively promote the schools' policies
- To continue personal development
- To comply with the school's Health and Safety policy and undertake risk assessments
- To carry out supervisory duties in accordance with the school's published information
- To inform the school when you are absent from work and to set work for the classes which will require cover
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned above

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and not part of it may be so construed. In allocating time to the performance of duties and responsibilities the post-holder must have due regard to the paragraphs relating to working time in the School Teachers' Pay and Conditions Document.

This job description is not necessarily a comprehensive definition. It will be reviewed annually.

Name of post holder _____

Signature of post holder _____

Date _____

Subject Teacher

Person specification

It is anticipated that the successful candidate will possess and be able to demonstrate most of the following qualifications / aspects of professional development, experience, qualities and skills.

Qualifications and professional development

- Qualified teacher status (essential)
- Degree in subject (or related area) for post being sought (essential)

Experience

- Evidence of successful teaching experience (essential)

NB Newly Qualified Teachers should relate this to their school based experience

Knowledge of

- Subject in order to teach it effectively at Key Stages 3 and 4 (essential)
- Strategies for raising attainment (desirable)
- Models of learning and teaching (desirable)
- The use of a range of evidence, including data, to support, monitor and evaluate pupil outcomes in the subject (essential)

Personal qualities and skills

Is committed to

- A collaborative school vision of excellence (essential)
- Setting ambitious, challenging goals and targets (essential)
- The use of new technologies (essential)
- Equality of opportunity and social inclusion (essential)
- The development of a learning community for all and own professional development (essential)

Is able to

- Demonstrate the principles of effective teaching and learning (essential)
- Work collaboratively as a team member and to work independently (essential)
- Communicate effectively (essential)
- Use new technologies (essential)
- Organise workload, prioritise, meet deadlines and follow tasks through to their successful conclusion (essential)
- Anticipate problems and solve them creatively (essential)
- Review progress to make improvement (essential)
- Work long hours and demonstrate very good attendance and punctuality (essential)
- Recognise self as a role model for staff and pupils (essential)
- Show a sense of humour (essential)